

**UNITED STATES MISSION TO BANGLADESH
ANNOUNCEMENT**

SUBJECT	Position Vacancy – PSC USAID Project Management Specialist	NUMBER	
APPLICABILITY	All Employees - All Agencies	DATE	07/23/01

1. OPENING DATE: July 23, 2001

2. CLOSING DATE: August 6, 2001

3. POSITION TITLE AND GRADE: PSC USAID Project Management Specialist, FSN-4005-10, Position No.C-31

Candidates are generally hired at the first step of the established grade of the position. In some instances, candidates may be hired at a higher step when exceptional qualifications so warrant. **If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.**

4. WHO MAY APPLY: All Bangladeshi nationals.
Women and minorities are encouraged to apply.

5. DESCRIPTION OF DUTIES:

a. LOCATION: The position is located in the Food Security and Disaster Assistance (FAD) Team of the Economic Growth, Food and Environment (EGFE) Unit of USAID/Bangladesh.

b. WORK SCHEDULE: Job hours are a basic regular 40-hour workweek.

c. WORK ENVIRONMENT: Challenging, results-oriented, team-based.

d. BASIC FUNCTION:

The Food Security and Disaster Management (FAD) Team Project Management Specialist is responsible for coordinating the implementation of the USDA-funded School Feeding Program, monitoring the World Food Program Food Aid activities, and for assisting with the management of the USAID/Bangladesh Title II program. In addition, s/he will assist in the management of the Mission's Disaster Management portfolio, including response efforts when disasters strike.

a) As **Food Aid Activity Coordinator**, s/he manages (is the CTO for) the USDA 416(b) funded School Feeding program under the Global Food for Education Initiative, implemented by the Land O'Lakes, Inc. and Tetra Pak.

- b) As **Food Aid Specialist and Activity Coordinator**, s/he is responsible for monitoring and reporting on the World Food Program's Food Aid Activities in Bangladesh, and coordinating all USAID and USDA activities funded through the WFP.
- c) As **Food Aid Activity Management Specialist**, s/he is responsible for assisting the Title II Food Aid Activity Coordinators to monitor and report progress on the USAID/Bangladesh Title II CARE Integrated Food Security Program (IFSP), and World Vision Bangladesh Food Security Enhancement Initiative (FSEI). Combined these two programs make up one of the Agency's largest, most complex Food For Peace Development programs in the world.
- d) As **Management Specialist for the FAD Team Food Aid Activities**, s/he liaisons with BHR/FFP/W, the Title II Implementing Partners (IP), NGOs, donor agencies, and all relevant Ministries involved in Food Security and Poverty Alleviation. These include, but are not limited to the Ministry of Disaster Management and Relief; the Ministry of Food, the Ministry of Local Government, Rural Development, and Cooperatives; and the Ministry of Women Affairs.
- e) As **Mission FSN Disaster Preparedness/Response Specialist**, s/he is responsible for assisting in the management of the mission's disaster management portfolio and disaster response activities. The responsibility entails working directly with the Mission Disaster Relief officer (MDRO), the mission Disaster Management Specialist (MDMS) and the FAD team in coordinating the U.S. Mission's response to natural disasters, and reporting to the international donors, the Bangladesh Government, and to the office of Foreign Disaster Assistance/Washington (OFDA).

e. MAJOR DUTIES AND RESPONSIBILITIES:

As the FAD Team Food Aid Management Specialist, duties and responsibilities will, on occasion, deliberately overlap those of the USDH Title II Food for Peace Officer, FSNDH Senior Food Aid Manager, and other members of the Mission's Food Security and Disaster Management Team.

Food Aid Management Specialist

For the USDA School Feeding Program:

Serves as Activity Coordinator for managing the School Feeding Program (SFP) under the Global Food for Education initiative, implemented by Land O'Lakes, Inc. and Tetra Pak. As such, s/he:

- Monitors, evaluates and analyzes implementation of activities and advises the FAD Team and Mission on activity implementation and progress.
- Monitors implementation of SFP through field visits and documents field findings in compliance with Mission requirements.
- Assists the implementing partners (IPs) in coordinating program activities with the Ministry of Food, Ministry of Education and Ministry of Agriculture regarding aspects relevant to the corresponding ministries.
- Follows up reporting requirements pursuant to the agreement with the IP and the GOB. Reviews these reports, and drafts Mission comments accordingly.

- Provides periodic reports to USDA in accordance with their requirements.
- Insures program results achieved are incorporated into the Mission's Results Review and Resource Request (R4) report.

For the Mission's P.L. 480 Title II Development Activities:

- Monitors, evaluates and analyzes implementation of Title II activities and advises the FAD Team and Mission on activity implementation and progress.
- Promotes the development, management and implementation of pilot interventions under IFSP and FSEI (Development of Markets for Women, Arsenic Mitigation, Cyclone Shelter Inventory, etc.).
- Drafts assigned sections of major USAID activity documents; i.e., Activity Results Packages, Results Framework, Monetization Agreement.
- Reviews the IP's Development Program Proposals (DPP) and CSR4 submissions and provides written comments accordingly. Reviews and monitors call forwards for the Title II commodity shipments.
- Coordinates with the GOB Ministry of Food, CARE, World Vision and BHR/FFP/W on Title II imports, ensuring timely delivery, in accordance with the Ministry of Food's requirements for the commodity, and the IP's program requirements.
- Follows up reporting requirements pursuant to the agreements with the IPs and the GOB. Reviews these reports, and drafts Mission comments accordingly.
- Reviews CARE and World Vision Progress Reports and incorporates results achieved into the Mission's Results Review and Resource Request (R4) report.
- Monitors GOB deposit of Title II proceeds into the IPs' designated banks; Coordinates audits of the Title II monetization; Follows-up with actions required as a result of audits, and commodity end-use check audits as appropriate.
- Monitors implementation of IFSP and FSEI programs. Initiates field visits to monitor activities and documents field findings in compliance with Mission requirements.
- Participates in the joint USAID/CARE/LGED IFSP Activity review meetings and joint USAID/World Vision/DRR FSEI Implementation Coordination Committee meetings. Reviews information and findings and identifies policy implications and/or required resource allocations.

For the World Food Program:

Serves as Activity Coordinator for the WFP Activities. As such, s/he:

- Reviews and monitors WFP's Rural Development and Vulnerable Group Development programs and drafts Mission comments for reporting to BHR/FFP/W, FFP/Rome, and USDA.
- Reviews WFP proposals for USG funding, and provides mission comments accordingly.
- Strives to develop and maintain a "development/humanitarian assistance partner" relationship with the WFP.
- Undertakes field visits and prepares periodic progress reports as per AID and USDA requirements.
- Participates in the LCG Sub-Group meetings on Food Security.
- Reviews Foodgrain Digest issued by the WFP and ensures proper reporting of the Mission's food aid imports, and advises Mission regarding other donor Food Security and nutrition activities.

Management Specialist for Mission Disaster Response Activities

- Monitors the impacts of disasters and participates in needs assessments and recommends appropriate USAID response for assisting those affected; Participates in joint GOB/Donor/NGO disaster response coordination and preparedness efforts.
- Oversees Mission efforts to mitigate the sufferings of disaster victims; Monitors emergency response activities by the GOB, CARE, World Vision and NGOS; and drafts reporting cables accordingly.
- Maintains disaster (flood, cyclone, tornado, etc.) warning systems based on information gleaned from the World Wide Web, satellite photographs, and other sources of information, and provides situation reports to the Mission and USAID/W.
- Serves as a member of the USAID Disaster Technical Committee, and as such, contributes to the Committee's recommendations to the Mission regarding appropriate disaster response.
- Monitors IP's preparedness and mitigation efforts (i.e., infrastructure, forecasting, and institutional development, especially with regards to strengthening of local NGO's capacity).

6. REQUIRED QUALIFICATIONS:

(a) Education: Post-graduate (essential) and undergraduate degree in economics, social science, public administration, business administration/management or a closely related field.

(b) Prior Work Experience: Eight years progressively responsible experience in design, management, and accountability of development and relief activities, with special emphasis on poverty alleviation. Experience working with food aid, in combination with other resources, is desirable.

(c) Language Proficiency: Level IV English in speaking, reading, and writing is required. Incumbent will participate in high-level USAID and GOB meetings, proofread English material for publication, and may be called upon to translate GOB circulars into English, and interpret.

(d) Knowledge: Thorough knowledge of GOB, Bilateral and Multilateral policies, laws, regulations, and operational procedures related to food aid activities is desirable.

Familiarity with the GOB, donor, and NGO disaster preparedness and response policies and procedures is desirable.

(e) Skills and Abilities: Mathematical, statistical and analytical ability; excellent social and professional judgment; excellent interpersonal skills in cross-cultural and multi-level organizational contexts; logistics/administrative ability for application in sometimes insecure and hazardous situations.

7. HOW TO APPLY: Interested candidates are requested to submit the completed "**Application for Employment as a Foreign Service National**" to **USAID, Human Resources section, Room 64, American Embassy, Dhaka, no later than close of business: August 6, 2001**. Blank application forms are available at Gate 1 (Reception booth) and in the USAID Resources Team, Ext. 2502/2503. [Click here to open a copy for your convenience.](#)

ONLY complete and up-to-date applications with an original photograph of the applicant will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime.

NOTE: CV's will not be accepted in lieu of the Application Form.

8. SELECTION PROCESS: After an initial application screening, the best-qualified applicants will be invited to a testing process, which may include a written examination and oral interviews. The final phase of the selection process is probationary period. For this position, the probationary period is **one year**.

9. ADDITIONAL SELECTION CRITERIA: The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.

NOTE: Employees in probationary status are not eligible to apply. *"Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies.*